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GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
DIVISION OF SPECIAL EDUCATION  
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710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0380

**LANA C. SEIVERS, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**To:** Special Education Supervisors  
**From:** Terry Long *AL*  
**Date:** November 18, 2005  
**Subject:** December Census Reporting for Districts **Using EasyIEP or EasyCENSUS**

It's almost time to report your December, 2005 Census and October Court Report. We are asking all systems that are using EasyIEP and EasyCENSUS to generate a paper report from the program for the December Census and October Court Report to verify, sign, and submit to this office. The instructions for completing this procedure are attached. After the required child counts are submitted to the U.S. Department of Education Office of Special Education Programs, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Please remember that federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Do not hand alter report totals on the reports generated in EasyIEP or EasyCENSUS. These reports are derived from the individual student data in your December file. If the reports are not accurate, individual student records must be changed prior to reprinting the reports.

It is important to ensure students are not duplicated on the December census. The statewide census data will be searched for duplicate students after the December census is received. An explanation will be requested on all students that appear to be reported more than once. Remember to compare your December 1, 2005 count with your December 1, 2004 count to ensure there is not a significant discrepancy. Please note that the October Data Report should include information from October 1, 2005 (a "snapshot" count of student on Oct. 1).

*Please remember that your federal allocation is dependent upon your December census being received in this office on time.* Your December census/October data reports are due no later than **Thursday, December 15, 2005.** Please mail a copy of this report to the following address:

Terry Long, Director of Data Services  
Division of Special Education  
Department of Education  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380

If you have questions related to EasyIEP/EasyCENSUS content issues call Terry at (615) 532-3262. If you have any questions concerning the operation of the EasyIEP or EasyCENSUS, please call 1-800-495-4154 or email [tniep@pcgus.com](mailto:tniep@pcgus.com).

Enclosure

cc: Joseph Fisher  
Nan McKerley

Management Consultants  
Compliance Consultants

## INSTRUCTIONS FOR COMPLETING THE DECEMBER 1 CENSUS USING EASYIEP OR EASYCENSUS

Step 1: Update all student information in EasyIEP or EasyCENSUS.

Make all of the changes that you need to make to your student file prior to completing the steps outlined below.

Step 2: Log on to your EasyIEP or EasyCENSUS website.

Step 3: On the Main Menu page, click on the School System tab.

Step 4: Click on the Reports tab.

All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

You must create the following reports to complete the December 1 Census for your district:

### Federal Reports (shown in RED)

- **Child Count Report (Table 1)**
- **FAPE (Table 3)**

### Report Date:

**12/01/2005**

**12/01/2005**

### State Reports (shown in BLUE)

- **Status of Service (Court Report)**
- **Inappropriately Served (Court Report)**
- **Students Suspected of Being Disabled**  
(NOTE: This report section must be completed manually.)
- **TN Cover Page** (One cover page for the Court Report and one cover page for the Federal Reports) – **These are the signature pages that must be signed by your district's Director of Schools.**

### Report Date:

**10/01/2005**

**10/01/2005**

**10/01/2005**

Step 5: Click on the circle next to the report you would like to create.

Step 6: Click on the "Create Report (will be saved for 5 days)" Button under the Reports List.

Step 7: Enter the appropriate report date (shown in the Report Date column above) and click Generate Report. The following message will appear on your computer screen after you click Generate Report:

**Your report is number 1 in line for generation.**

**An e-mail will be sent to "your email address" when it is complete.**

**You will find your report in the Saved System Reports section at the bottom of the Reports page when it is completed**

To view your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed. ***You must follow these same steps for all Reports except the "Students Suspected of Being Disabled" and the "TN Cover Page". Please see Steps 7-9 for instructions on these to reports.***

Note: Once the report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of "Save As" on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Personnel Report 6-01-2005)

Step 8: Print and Review the Child Count Report (Table 1)

Step 9: Print and Review the FAPE Report (Table 3)

Step 10: Print and Review the Status of Service Report (Court Report)

Step 11: Print and Review the Inappropriately Served Report (Court Report)

Step 12: Print (or use the form supplied with this memo) and Manually complete the Certification – Children with Suspected Disabilities (part of the October 1 Court Report)

Step 13 : Manually complete Table 3, Section E of the FAPE Report (use the form supplied with this memo)

Step 14: Print and Sign the Court Report Cover Sheet and the Federal Report Cover Sheet

Step 15: Submit all sections of the December 1 Census for your district by Thursday, December 15, 2005.

**Date of Census:      October 1, 2005**

\_\_\_\_\_  
**(School District Name)**

**Date Due:              December 15, 2005**

**CERTIFICATION**  
**Persons Suspected of**  
**Being Disabled**

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled

**Table 3**

**Part B: Individuals With Disabilities Education Act  
Implementation of FAPE Requirement**

**2005-2006 School Year**

District Name:

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District Number:

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**Section E:** Duplicated Count of Children With Disabilities  
Enrolled in Private Schools Not Placed Or  
Referred By Public Agencies

Children With Disabilities Enrolled In Private  
Schools Not Placed Or Referred By Public  
Agencies

Ages 3-21

Total Count:

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**INSTRUCTIONS FOR THIS SECTION:**

Enter the total number of children reported in the sections above who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency.

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